



MI BEI/QA REGISTRATION/RENEWAL FORM
SIGN LANGUAGE INTERPRETER
CERTIFICATION PROGRAM

INTENTIONALLY LEFT BLANK
FOR OFFICE USE ONLY!

**Deaf Persons' Interpreters Act
 1982 PA 204 as amended 2007**

**Department of Energy, Labor & Economic Growth
 Michigan Commission on Disability Concerns
 Division on Deaf and Hard of Hearing**

Charges will be added for Non-Sufficient Funds.

 \$30.00 for Legislatively Mandated Registration/Annual Renewal Fee. (C3 Account Code 8070)

INSTRUCTIONS:

- Type or print legibly with black or blue ink only. Provide a response or write "N/A" (Not Applicable).
- Enclose the appropriate renewal fee (no cash) payable to "State of Michigan" US mail only to:
 Division on Deaf and Hard of Hearing
 Attn: Interpreter Registration/Renewal
 201 N. Washington Sq. Suite 150
 Lansing, MI 48913
- Fees are not refundable except for circumstances set forth in the Regulations Governing the Practice of Interpreting as applied to 1982 PA 204 amended 2007.
- Include all supporting documents as indicated on the checklist. Failure to complete the registration/renewal form in full or omit required documents may cause processing delays.
- Sign and date your renewal form where indicated. Registrations/renewals without a signature will result in delayed registration.
- Keep a copy of your completed registration/renewal form.
- Additional information regarding Rules and Regulations can be found on our website (www.michigan.gov/mdcr) upon completion of the rules promulgation process.
- Once the registration/renewal information has been received and processed, your credentials will be updated online and a new interpreter certification card will be sent to you.

SECTION I: PERSONAL INFORMATION You must notify DODHH in writing of any contact information changes after filing this renewal form to receive any further information. Failure to notify DODHH of contact changes and subsequent failure to receive information does not exempt you from any liability in relationship to the Michigan Deaf Persons' Interpreters Act (PA 204 of 1982 amended 2007). If you are currently listed online please check the directory listing for accuracy.

I verify my contact information is correct. ☐

My contact information needs to be updated with the following corrections. ☐

NAME (Last, First, Middle Initial):		EMAIL ADDRESS:		
ADDRESS (Street Number and Street Name):	CITY:	STATE:	COUNTY	ZIP CODE:
HOME PHONE (With Area Code):	BUSINESS PHONE:			
CELL OR TEXT NUMBER:	VIDEOPHONE:			

SECTION II: RENEWAL OR FIRST-TIME REGISTRATION

Check only one box below and complete additional information as needed for each category.

☐ First-time registration of MI BEI credential
(Skip SECTION III & IV)

☐ Renewing MI BEI credential
☐ Renewing QA credential
(Complete SECTION III & IV)

SECTION III: RENEWAL INFORMATION

Please circle your renewal year within the 4-year cycle: 1st year, 2nd year, 3rd year, or 4th/final year

SECTION IV: RECORD OF ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES*

CLASS/ EVENT TITLE? PRESENTER/ ORGANIZER NAME(S)?	DATE AND TIMES (START/END)	GENERAL STUDIES OR PROFESSIONAL STUDIES?	NUMBER OF UNITS EARNED?	CERTIFICATE OF ATTENDANCE ATTACHED?**

*Please attach additional paper if needed to complete listing of ALL activities.

**The Division will no longer accept signed program booklets or advertisements of events. If you are attending an event that has not been pre-approved you must request pre-approval of units.

CHECKLIST

- ☐ Completed registration/renewal form.
- ☐ Payment made out to "State of Michigan".
- ☐ Certificate of attendance and / or proof of pre-approval by DODHH

Print Name: _____

Signature of Applicant: _____ Date: _____

Mail registration/renewal form, payment, and supporting documentation to:

Division on Deaf and Hard of Hearing
Interpreter Registration/Renewal
201 N. Washington Square, Suite 150
Lansing, MI 48913

(517) 335-6004 (877)499-6232

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

11/24/2010

Division on Deaf and Hard of Hearing

**POLICY FOR TEST APPLICATIONS, CREDENTIAL RENEWALS AND
CREDENTIAL REGISTRATIONS FOR
STATE OF MICHIGAN SIGN LANGUAGE INTERPRETERS**

The Division on Deaf and Hard of Hearing (DODHH) does not accept test applications, credential renewals or credential registration paperwork or any payments in the DODHH office. This is for the safety and security of our staff and to assure that payments are properly accounted for as well as an accounting policy.

All DODHH test applications, credential renewals or credential registrations must be mailed through the US Post Office for processing and will be delivered to the State of Michigan mailroom. *Please use the mailing address listed on the respective forms, which is the DODHH mailing address. Once received at the mailroom the paperwork is then transferred to the State of Michigan Cashier's office for payment deposit and confirmation then sent to the DODHH office for final processing. PLEASE NOTE: This process can take up to 10 to 14 business days or more depending on state observed holidays.

***Sending paperwork through priority mail options may not expedite the total process.**

Thank you for your cooperation and assistance.

Division on Deaf and Hard of Hearing

June 10, 2011